

# NOTEBOOK REVIEWER QUALIFICATIONS

REVIEWER: \_\_\_\_\_  
Print name

PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

REVIEWER'S QUALIFICATIONS:

## REVIEWER'S INSTRUCTIONS:

1. Ensure that the notebook entries meet the following requirements.
  - a. Sufficient detail is provided such that another similarly qualified individual could repeat the work described and achieve comparable results without recourse to the original investigator.
  - b. The software used is applicable to the problem being solved, and input parameters and assumptions are documented and valid.
  - c. Information is applicable to the notebook activity that is listed on the first numbered page of the notebook.
  - d. Entries are correct, accurate, technically adequate, and complete.
2. Have YMP personnel correct any entries that do not meet the requirements listed in Item 1 above.
3. Enter a statement in the notebook such as the following, "I have reviewed the entries on pages (\*) through (\*) and they meet the requirements described in Step 1 of the reviewer's instructions of this form. All review comments noted have been corrected and/or resolved."  
\* Enter page numbers
4. Sign and date the notebook and this form, and return them to the employee.

I HAVE READ AND UNDERSTOOD THE ABOVE INSTRUCTIONS.

REVIEWER'S SIGNATURE: \_\_\_\_\_  
Date

## YMP PERSONNEL APPROVAL:

NAME: \_\_\_\_\_  
Print name Signature Date

THIS FORM IS PRIVILEGED INFORMATION. FORWARD TO TRAINING COORDINATOR, MS M321